

**FIRE SAFETY OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE SAFETY OFFICER** to be administered in **JEFFERSON F.P.D.** on **MAY 27, 2010**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including researching, planning, and organizing departmental operations; and effective public relations practices; and managing equipment, property, and supplies.	36.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train employees and to perform emergency scene operations, including firefighting and suppression, salvage and overhaul, controlling and containing hazardous materials, rescue operations, providing for emergency medical assistance or related duties; and of all safety procedures.	21.0%
FIRE RECORDS, REPORTS, AND CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, control, format, and retention; and knowledge of effective report preparation procedures including the compilation, analysis, and interpretation of statistical data, and the organization of information into an effective written format for reports or official correspondence.	14.0%
FIRE SAFETY Knowledge of effective fire safety practices sufficient to identify and evaluate the causes or conditions that result in fire department accidents, injuries, or death, including safety planning and implementation; and accident investigation.	29.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming

examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Department Safety Officer, 1st ed., 2001.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
Essentials of Firefighting, 4th ed., 1998.
Fireground Support Operations, 1st ed., 2002.
Fire and Emergency Services Company Officer, 4th ed., 2007.
Introduction to Fire Origin and Cause, 3rd ed., 2005.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

FIRE SUPPRESSION RATING SCHEDULE, Insurance Services Office (ISO), 160 Water St., New York, N.Y. 10038, 1980.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis

information. Percentages and numerical estimations are provided as approximations.